

Construction Daily Report

Project Name

Date of Report

Prepared By

WEATHER CONDITIONS

Temperature

Weather

Wind Speed

Work Activities

SITE ACTIVITIES

Excavation and grading

Foundation work

Concrete pouring

Masonry and brickwork

Framing and structural work

Roofing installation

Exterior finishing

Landscaping and hardscaping

Other Activities:

INTERIOR WORK

Drywall installation

Flooring and tiling

Painting and finishing

HVAC installation

Electrical work

Plumbing work

Other Interior Works:

PROGRESS AND ACHIEVEMENTS

Milestones achieved

Completed tasks

Work completed as per schedule

Yes

No

NA

ISSUES AND CHALLENGES

Delays encountered:

Quality issues identified:

Safety concerns:

Equipment malfunctions:

Material shortages:

Other Issues:

OBSERVATIONS

Site cleanliness and organization

Safety compliance

Workmanship quality

Communication among teams

Interaction with subcontractors and vendors

Equipment maintenance and usage

Material storage and protection

Progress compared to schedule

Other Observations:

NEXT STEPS

- Tasks planned for the next day
- Upcoming milestones and deadlines
- Coordination with subcontractors/vendors
- Material deliveries
- Safety reminders and precautions

ADDITIONAL NOTES

[Insert any additional notes, observations, or details relevant to the daily report.]

Preparer's Signature :

Date :